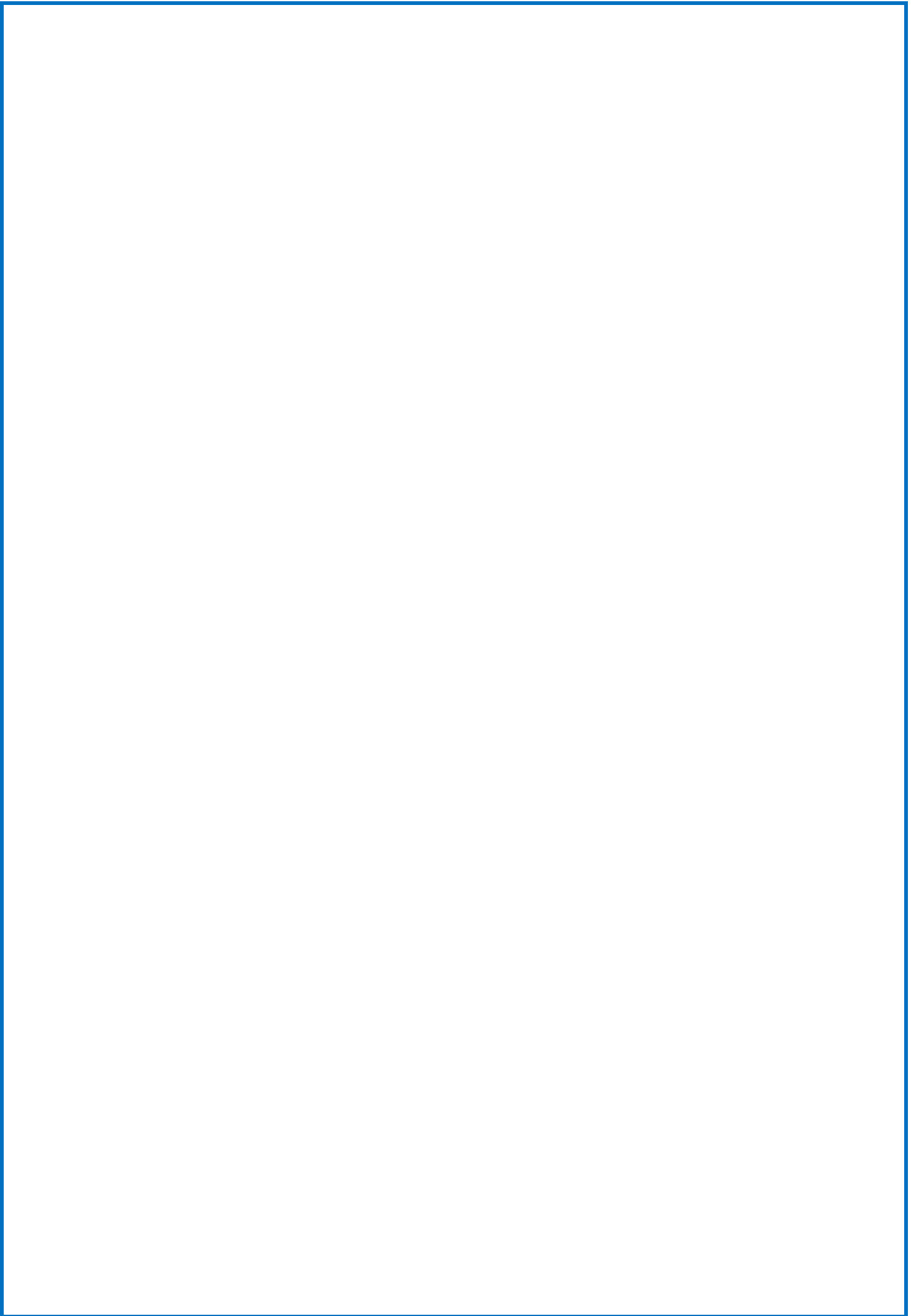


# Acronyms and abbreviations



## A

<b>AAA</b>	Abdominal Aortic Aneurysm
<b>AAU</b>	Acute Admissions Unit
<b>A&amp;E</b>	Accident and Emergency
<b>ABPI</b>	Association of the British Pharmaceutical Industry
<b>AC</b>	Audit Commission
<b>ACS</b>	Adult Care Services
<b>ADM</b>	Assistant Divisional Manger
<b>AGS</b>	Annual Governance Statement
<b>AHP</b>	Allied Health Professional

## B

<b>BAF</b>	Board Assurance Framework
<b>BAMM</b>	British Association of Medical Managers
<b>BAU</b>	Business as usual
<b>BC</b>	Business Continuity
<b>BCP</b>	Business Continuity Plan
<b>BGAF</b>	Board Governance Assurance Framework
<b>B&amp;H</b>	Bullying and Harassment
<b>BISE</b>	Business Integrated Standards Executive
<b>BMA</b>	British Medical Association
<b>BME</b>	Black and ethnic minorities
<b>BSI</b>	Bloodstream infection

## C

<b>CAB/C&amp;B</b>	Choose and Book
<b>Caldicott Guardian</b>	The named officer responsible for delivering and implementing the Confidentiality and patient information systems
<b>CAMHS</b>	Child and adolescent mental health services
<b>CAS</b>	Central Alert System
<b>CCG</b>	Clinical Commissioning Groups
<b>CCIO</b>	Chief Clinical Information Officer
<b>CCORT</b>	Clinical Care Outreach Team
<b>CCU</b>	Critical Care Unit
<b>CD</b>	Clinical Director
<b>C.Diff</b>	Clostridium Difficile
<b>CEO</b>	Chief Executive Officer
<b>CfH/CFH</b>	Connecting for Health
<b>CFO</b>	Chief Financial Officer
<b>CHD</b>	Coronary heart disease
<b>CIO</b>	Chief Information Officer
<b>CIP</b>	Cost improvement programme
<b>CIS</b>	Care Information Systems
<b>CMO</b>	Chief Medical Officer
<b>CNO</b>	Chief Nursing Officer
<b>CNS</b>	Clinical Nurse Specialist
<b>CNST</b>	Clinical Negligence Scheme for Trusts
<b>COI</b>	Central Office of Information
<b>COO</b>	Chief Operating Officer
<b>COPD</b>	Chronic Obstructive Pulmonary Disease
<b>COSHH</b>	Control of Substances Hazardous to Health

**CPA**  
**CPD**  
**CPOP**

Clinical Pathology Accreditation  
Continuing Professional Development  
Clinical Policy and Operations

## C

<b>CFPG</b>	Capital Finance Planning Group
<b>CPR</b>	Cardiopulmonary resuscitation
<b>CQC</b>	Care Quality Commission
<b>CQUIN</b>	Commissioning for Quality & Innovation
<b>CRS</b>	Care Records Service
<b>CSE</b>	Child sexual exploitation
<b>CSSD</b>	Central Sterile Service Department
<b>CSU</b>	Clinical Support Unit
<b>CT</b>	Computerised Tomography

## D

<b>DCC</b>	Direct Clinical Care
<b>DD</b>	Divisional Director
<b>DGH</b>	District General Hospital
<b>DGM</b>	Divisional General Manager
<b>DM</b>	Divisional Manager
<b>DIPC</b>	Director of Infection Prevention and Control
<b>DH or DoH</b>	Department of Health
<b>DNA</b>	Did Not Attend
<b>DNR</b>	Do Not Resuscitate
<b>DO</b>	Developing our Organisation
<b>DoC</b>	Duty of Candor
<b>DoLS</b>	Deprivation of Liberty Safeguards
<b>DPH</b>	Director of Public Health
<b>DQ</b>	Data Quality
<b>DTA</b>	Decision to admit
<b>DTOC</b>	Delayed Transfers of Care
<b>DQ</b>	Data Quality

## E

<b>EA</b>	Executive Assistant
<b>EADU</b>	Emergency Assessment and Discharge Unit
<b>ECG</b>	Echocardiogram
<b>ECIP</b>	Emergency Care Improvement Programme
<b>ED</b>	Emergency Department
<b>ED</b>	Executive Director
<b>EDD</b>	Expected Date of Discharge
<b>EDS</b>	Equality Delivery System
<b>EIA</b>	Equality Impact Assessment
<b>ENHT</b>	East & North Herts NHS Trust
<b>ENT</b>	ear, nose and throat
<b>EoE</b>	East of England
<b>EoL</b>	End of Life
<b>EPAU</b>	Early Pregnancy Assessment Unit
<b>EPRR</b>	Emergency Preparedness, Resilience and Response
<b>ERAS</b>	Enhanced Recovery Programme after Surgery
<b>ESR</b>	Electronic Staff Record
<b>EWTD</b>	European Working-Time Directive

## F

<b>FBC</b>	Full Blood Count
<b>FBC</b>	Full Business Case

<b>FCE</b>	Finished Consultant Episode
<b>FFT</b>	Friends and Family Test
<b>FD</b>	Finance Director
<b>FGM</b>	Female genital mutilation
<b>FOI</b>	Freedom of Information
<b>FRR</b>	Financial Risk Rating
<b>FSA</b>	Food Standards Agency
<b>FT</b>	Foundation Trust
<b>FY</b>	Full Year

## **G**

<b>GDC</b>	General Dental Council
<b>GGI</b>	Good Governance Institute
<b>GMC</b>	General Medical Council
<b>GP</b>	General Practitioner
<b>GUM</b>	Genito-urinary medicine
<b>GOO</b>	General other outcome

## **H**

<b>H&amp;S</b>	Health and Safety
<b>HAI</b>	Hospital Acquired Infection
<b>HAPU</b>	Hospital Acquired Pressure Ulcer
<b>HCAI</b>	Healthcare-Associated Infections
<b>HCC</b>	Hertfordshire County Council
<b>HCT</b>	Hertfordshire Community NHS Trust
<b>HDA</b>	Health Development Agency
<b>HDD</b>	Historical Due Diligence
<b>HDU</b>	High Dependency Unit
<b>HEE</b>	Health Education England
<b>HHH</b>	Hemel Hempstead Hospital
<b>HES</b>	Hospital Episode Statistics
<b>HIA</b>	Health Impact Assessment
<b>HITP</b>	Hertfordshire Integrated Transport Partnership
<b>HON</b>	Head of Nursing
<b>HPA</b>	Health Protection Agency
<b>HPFT</b>	Hertfordshire Partnership NHS Foundation Trust
<b>HR</b>	Human Resources
<b>HRG</b>	Health Related Group
<b>HSC</b>	Health Service Circular; (House of Commons) Health Select Committee
<b>HSC</b>	Health Scrutiny Committee, sub-committee of Overview and Scrutiny Committee, Hertfordshire County Council
<b>HSE</b>	Health and Safety Executive
<b>HSMR</b>	Hospital Standardised Mortality Ratio (Rates)
<b>HSO</b>	Health Service Ombudsman
<b>HTM 00</b>	Health Technical Memorandum
<b>HUC</b>	Herts Urgent Care
<b>HVCCG</b>	Herts Valley Clinical Commissioning Group

## **I**

<b>IBP</b>	Integrated Business Plan
<b>IC</b>	Information Commissioner
<b>ICAS</b>	Independent Complaints Advocacy Service
<b>ICNs</b>	Infection Control Nurses

<b>ICO</b>	Information Commissioners Office
<b>ICT</b>	Information, Communications and Technology
<b>IDT</b>	Integrated Discharge Team
<b>IVF</b>	In Vitro Fertilisation
<b>ICU</b>	Intensive Care Unit
<b>IDVA</b>	Independent domestic violence advisors
<b>IG</b>	Information Governance
<b>IMAS</b>	Interim Management Service
<b>IM&amp;T</b>	Information Management and Technology
<b>IP</b>	Inpatient
<b>IPR</b>	Integrated Performance Report
<b>IRGC</b>	Integrated Risk and Governance Committee
<b>ISE</b>	Integrated Standards Executive
<b>IST</b>	Intensive Support Team
<b>IT</b>	Information Technology
<b>ITFF</b>	Independent trust financial facility
<b>ITU</b>	Intensive Treatment Unit

## **J**

<b>JSNA</b>	Joint Strategic Needs Assessment
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## **K**

<b>KLOE</b>	Key Line of Enquiry
<b>KPI</b>	Key Performance Indicator

## **L**

<b>LAs</b>	Local authorities
<b>LABV</b>	Local Asset Backed Vehicle
<b>LAT</b>	Local Area Team (of NHS England)
<b>LCFS</b>	Local Counter Fraud Service
<b>L&amp;D</b>	Learning and Development
<b>LDB</b>	Local delivery board
<b>LGBT</b>	Lesbian Gay Bisexual and Transgender
<b>LHCAI</b>	Local Health Care Associated Infections
<b>LHRP</b>	Local Health Resilience Partnerships
<b>LMC</b>	Local Medical Committee
<b>LSMS</b>	Local Security Management Specialist
<b>LSP</b>	Local Service Provider
<b>LTFM</b>	Long Term Financial Model

## **M**

<b>MCA</b>	Mental Capacity Act
<b>MD</b>	Medical Director
<b>MDA</b>	Medical Device Agency
<b>MDT</b>	Multi-Disciplinary Team
<b>MEWS</b>	Modified Early Warning Score
<b>MHAC</b>	Mental Health Act Commission
<b>MHRA</b>	Medicines and Healthcare Products Regulatory Agency
<b>MIU</b>	Minor Injuries Unit

<b>MMC</b>	Modernising Medical Careers
<b>MMR</b>	Measles, mumps, rubella
<b>MRET</b>	Marginal rate emergency tariff
<b>MRI</b>	Magnetic resonance imaging
<b>MRSA</b>	Methicillin-resistant Staphylococcus aureus
<b>MSSA</b>	Methicillin-sensitive Staphylococcus aureus

## **N**

<b>NE</b>	Never Event
<b>NED</b>	Non Executive Director
<b>NHS</b>	National Health Service
<b>NHS CFH</b>	NHS Connecting for Health
<b>NHSE</b>	NHS England
<b>NHSLA</b>	NHS Litigation Authority
<b>NHSTDA</b>	NHS Trust Development Agency
<b>NHSP</b>	NHS Professionals

## **N**

<b>NHSP</b>	Newborn Hearing Screening Programme
<b>NICE</b>	National Institute for Health and Clinical Excellence
<b>NIHR</b>	National Institute for Health Research
<b>NMC</b>	Nursing and Midwifery Council
<b>#NoF</b>	Fractured Neck of Femur
<b>NPSA</b>	National Patient Safety Agency
<b>NSF</b>	National Service Framework
<b>NTDA</b>	NHS Trust Development Agency

## **O**

<b>OBC</b>	Outline Business Case
<b>OD</b>	Organisational Development
<b>OJEU</b>	Official Journal of the European Union
<b>OLM</b>	Oracle Learning Management
<b>OMG</b>	Operational Management Group
<b>ONS</b>	Office for National Statistics
<b>OOH</b>	Out of Hours Service
<b>OP</b>	Outpatient
<b>OSC</b>	(local authority) Overview and Scrutiny Committee
<b>OT</b>	Occupational Therapist/Therapy

## **P**

<b>PA</b>	Programmed Activities
<b>PAC</b>	Public Accounts Committee
<b>PACS</b>	Picture Archiving and Communications System
<b>PALS</b>	Patient Advice and Liaison Service
<b>PAM</b>	Premises Assurance Model
<b>PAS</b>	Patient Administration System
<b>PAS 5748</b>	Publicly Available Specification 5748 - provides a framework for the planning, application and measurement of cleanliness in hospitals
<b>PbR</b>	Payment by Results
<b>PCC</b>	Primary Care Centre



<b>PCT</b>	Primary Care trust
<b>PEG</b>	Patient Experience Group
<b>PFI</b>	Private Finance Initiative
<b>PHO</b>	Public Health Observatory
<b>PID</b>	Project Initiation Document
<b>PLACE</b>	Patient Led Assessment of the Care Environment
<b>PMO</b>	Programme Management Office
<b>PMR</b>	Provider Management Regime
<b>PPI</b>	Proton Pump Inhibitors
<b>PPI</b>	Patient and Public Involvement
<b>PR</b>	Public Relations
<b>PSED</b>	Public Sector Equality Duty
<b>PSQR</b>	Patient Safety, Quality and Risk Committee
<b>PTL</b>	Patient Tracker List

## **Q**

<b>QA</b>	Quality Assurance
<b>Q&amp;A</b>	Questions and Answers
<b>QG</b>	Quality Governance
<b>QGAF</b>	Quality Governance Assurance Framework
<b>QIA</b>	Quality Impact Assessment
<b>QIP</b>	Quality Improvement Plan
<b>QIPP</b>	Quality, Improvement, Prevention and Promotion
<b>QRP</b>	Quality Risk Profile
<b>QSG</b>	Quality and Safety Group

## **R**

<b>R&amp;D</b>	Research and Development
<b>RA</b>	Registration Authority
<b>RAG</b>	Risk and Governance/Red Amber Green
<b>RCA</b>	Root Cause Analysis
<b>RCN</b>	Royal College of Nursing
<b>RCP</b>	Royal College of Physicians
<b>RCS</b>	Royal College of Surgeons
<b>RES</b>	Race Equality Scheme
<b>RFH</b>	Royal Free Hospitals NHS Foundation Trust
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>RSRC</b>	Risk Summit Response Committee
<b>RTT</b>	Referral to Treatment
<b>RTTC</b>	Releasing Time to Care

## **S**

<b>SACH</b>	St Albans City Hospital
<b>SCBU</b>	Special Care Baby Unit
<b>SES</b>	Single Equality Scheme
<b>SFI</b>	Standing Financial Instructions
<b>SHMI</b>	Standardised Hospital Mortality Index
<b>SHO</b>	Senior House Officer
<b>SI</b>	Serious Incident
<b>SIC</b>	Statement of Internal Control

<b>SIRG</b>	Serious Incident Review Group
<b>SIRI</b>	Serious Incident Requiring Investigation
<b>SIRO</b>	Serious Incident Risk Officer
<b>SLA</b>	Service Level Agreement
<b>SLR</b>	Service Line Reporting
<b>SLM</b>	Service Line Management
<b>SMG</b>	Strategic Management Group
<b>SMS</b>	Security Management Service
<b>SOC</b>	Strategic Outline Case
<b>SQ</b>	Safety and Quality
<b>SPA</b>	Supporting Professional Activity
<b>SRG</b>	System Resilience Group
<b>STEIS</b>	Strategic Executive Information System
<b>ST &amp; M</b>	Statutory and Mandatory
<b>STP</b>	Sustainability and Transformation Programme
<b>SUI</b>	Serious Untoward Incident (same as Serious Incident, more commonly used).

## T

<b>T&amp;D</b>	Training and Development
<b>TDA</b>	Trust Development Authority (also known as NTDA)
<b>TEC</b>	Trust Executive Committee
<b>TLEC</b>	Trust Leadership Executive Committee
<b>T&amp;O</b>	Trauma and Orthopaedic
<b>TOP</b>	Termination of Pregnancy
<b>TOR</b>	Terms of Reference
<b>TPC</b>	Transformation Programme Committee

## T

<b>TSSU</b>	Theatre Sterile Service Unit
<b>TUPE</b>	Transfer of Undertakings (Protection of Employment) Regulations
<b>TVT</b>	Tissue Viability Team

## U

<b>UCC</b>	Urgent Care Centre
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## V

<b>VFM</b>	Value For Money
<b>VTE</b>	Venous Thromboembolism

## W

<b>WACS</b>	Women's and Children's Services
<b>WBC</b>	Watford Borough Council
<b>WFC</b>	Workforce Committee
<b>WGH</b>	Watford General Hospital
<b>WHHT</b>	West Hertfordshire Hospitals NHS Trust
<b>WHO</b>	World Health Organisation
<b>WRVS</b>	Women's Royal Voluntary Service
<b>WTD</b>	Working-time directive

**WTE** Whole Time Equivalent (staffing)

**Y**

**YTD** Year to date

**YCYF** Your care, your future